



Bilingual Dictionary Request: 2012-13 Assessments

Introduction

A list of approved dictionaries for Indiana assessments is provided in *Appendix I* of the *Indiana Assessment Program Manual* (<http://www.doe.in.gov/achievement/assessment>). Any bilingual dictionary not identified in the *Indiana Assessment Program Manual* must be approved by the Indiana Department of Education. Requests must be made **at least four weeks prior to the assessment window** (see below for specific dates based on testing windows).

Requirements

- The accommodation to use a bilingual word-to-word dictionary must also be part of the student's ILP and used consistently in the classroom.
- The dictionary must be a word-to-word dictionary and cannot include any additional information (e.g., English grammar, list of irregular verbs, examples of English phrases).

Process

Local

- To request use of a specific bilingual word-to-word dictionary, submit the following documents **on or before the date indicated below (based on a particular testing window)** to the Office of Student Assessment **via fax at 317-233-2196**:
 - ✓ Bilingual Dictionary Request form
 - ✓ A copy of the dictionary's
 - front cover;
 - table of contents; and
 - title page (must include information on the author(s), publisher, and ISBN number)
 - ✓ A sample page from the dictionary
 - ✓ Your signed affirmation that the dictionary requested does not contain any additional information beyond word-to-word translations (See signature line on request form)
- Upon receipt of the request form and the required documentation, an email will be sent confirming receipt.

Submit a **Bilingual Dictionary Request Form** for the appropriate testing window (form due date appears after each window). *Additional copies of the form must be submitted if more than one request is needed.*

Assessment	Form Due	Assessment	Form Due
ISTEP+ App Skills	February 4, 2013	ECA-Fall	September 24, 2012
ISTEP+ M/C	April 1, 2013	ECA-Early Winter	November 12, 2012
IMAST	April 1, 2013	ECA-Late Winter	January 14, 2013
IREAD-3 (Spring)	February 18, 2013	ECA-Spring	March 25, 2013
IREAD-3 (Summer)	TBA	ECA-Summer	May 23, 2013

IDOE

- The Director of Student Assessment will ensure review of requests.
- The results of the review will be communicated to schools/corporations approximately two weeks after receipt of the request.



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

Bilingual Dictionary Request Form: 2012-13 Assessments

Select **ONE** testing window (form **due date** appears after each window):

- | | |
|--|--|
| <input type="checkbox"/> ISTEP+ App Skills (February 4, 2013) | <input type="checkbox"/> ECA-Fall (September 24, 2012) |
| <input type="checkbox"/> ISTEP+ M/C (April 1, 2013) | <input type="checkbox"/> ECA-Early Winter (November 12, 2012) |
| <input type="checkbox"/> IMAST (April 1, 2013) | <input type="checkbox"/> ECA-Late Winter (January 14, 2013) |
| <input type="checkbox"/> IREAD-3-Spring (February 18, 2013) | <input type="checkbox"/> ECA-Spring (March 25, 2013) |
| | <input type="checkbox"/> ECA-Summer (May 23, 2013) |

Additional copies of the form must be submitted if more than one bilingual dictionary request is needed.

1) Date of Request: _____

Corporation Name and Number: _____

School Name(s) and Number(s): _____

Person Submitting Request: _____

Title: _____

Telephone Number: (____) _____

Email Address: _____

Name of Dictionary: _____

2) By signing below, I affirm that the dictionary requested is word-to-word translation only.

Signature: _____ Date: _____

Print Name: _____

IMPORTANT: Be sure to submit the following documents **on or before the date indicated above (based on a particular testing window)** to the Office of Student Assessment **via fax at 317-233-2196**:

- ✓ A **signed Bilingual Dictionary Request** form (this document)
- ✓ A copy of the dictionary's:
 - front cover;
 - table of contents; and
 - title page (must include information on the author(s), publisher, and ISBN number)
- ✓ A sample page from the dictionary

If you have questions, please contact **Linda Potter**, Assessment Support Specialist, by calling 317-232-9050 or via email at lpotter@doe.in.gov.

FOR IDOE USE ONLY

____ Approved ____ Not Approved Date: _____ Initials: _____